- FOR DETAILED INSTRUCTIONS SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN. PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL 150-152 ARE RESOLVED BEFORE SUBMITTING CLAIM

		NAME:			James	Dipple Johnstone	DATE OF CLAIM: DD/MM/YY		05/10/1	7	CLAIR	/I REFERENCE:	Dipp05-10-1
						COST CENTRE (TEAM NUMBER / NA	AME):	120 - LE	ADERSH	IP TEAM	overwrite this o	ell with currency if "other" lected below	
		ATE & TIME									AMOUNT		FINANCE US
RECEIPT		BSISTENCE CL/		TOTAL				RECEIPT	NO.	NO.	CLAIMED CHOOSE		
TRIP S		TRIP	END	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER		PASSENGERS	CURRENCY	PROJECT CODE	
/MM/YY	00,00,00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMB	ER UNLESS	N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
20/09/17	07:30:00	20/09/17	22:30:00	15.00	International Conference of Information Commissioners, Manchester	Private car - mileage to Manchester x 2)	Car miles - 45p standard rate 26001	N/A	32	0	14.40	ICIC CONFERENCE - ICIC	120-26001-10
									1				
									-				
									1				
									-				
									-				
									-				
									1				
									-				
									-				
	4	4-4-1	h										
rany no	tes relating	to this claim	nere					-					
							TOTAL EXPENSES INCURRED				14.40		
mant d	leclaratio	in:			James Dipple Johnstone		CASH ADVANCE RECEIVED						
					•								
					n incurred wholly, exclusively and necessarily on ICO business at had a motor insurance policy for use in connection with busine		TOTAL CLAIMED/(REPAID TO FI	NANCE)			14.40		
***													
	Heath	er Dove			Once the errors in Cell I50-52 are resolved, forward this claim as expenses@ico.org.uk with "approved expenses" in the subject.	nd your scanned receipts to your approver who should review it	and then email it to	NO ERRORS	n/a n/a n/a				

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expenses@ico.org.uk with "approved expenses" in the subject.

- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

	NAME:			Elizabeth		Denham	DATE OF CLAIM:  DD/MM/YY		22/09/1	.7	CLAIN	REFERENCE:	Denh22-09-:
						COST CENTRE (TEAM NUM	IBER / NAME):	120 - LE	EADERSH	IIP TEAM		is cell with currency if " selected below	
(FOR SUB	TE & TIME SISTENCE CL		TOTAL					RECEIPT	NO.	NO.	AMOUNT CLAIMED		FINANCE US
ECEIPT DATE/ TRIP START	TRIP	END 5	TOTAL	REASON FOR TRIP	44 (25)	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES		CHOOSE CURRENCY	PROJECT CODE	
	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED		WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUME	BER UNLES	S N/A APPEARS	EURO€	USE DROP DOWN LIST	CODE
09/17			n/a	Visit to Brussels	Snack on flight		Overseas Subsistence & meals 26002		1 N/A		5.50		120-26002-
/09/17			n/a	Visit to Brussels	Dinner in Brussels		Overseas Subsistence & meals 26002		2 N/A		34.00		120-26002-
09/17			n/a	Visit to Brussels	Taxi to Eurostar St	tation	Overseas Travel & Accommodation 26002		3 N/A		9.50		120-26002-
09/17			n/a	Visit to Brussels	Snack at station		Overseas Subsistence & meals 26002		4 N/A		12.20		120-26002-
03/17			11/4				Oversides Substitute & Medis 20002		1,77		12.20		120 20002
									-				
ny notes relating	to this clair	n here											
							TOTAL EXPENSES INCURRED				61.20		
ant declaratio	n:			Elizabeth Denham			CASH ADVANCE RECEIVED						
d that I held a	valid drivi	ing licenc		en incurred wholly, exclusively and necessari e vehicle used had a motor insurance policy			TOTAL CLAIMED/(REPAID TO FI	INANCE)			61.20		
tificate on the da		·I.		Once the errors in Cell I50-52 are resolved, for	orward this claim and your scan	ned receipts to your approver who sho	uld review it and then email it to	NO ERRORS	n/a				

NO ERRORS n/a

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

**Heather Dove** 

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- MAKE SURE ERRORS LISTED IN CELL 150-152 ARE RESOLVED BEFORE SUBMITTING CLAIM

	NAME:		Elizabeth	Denham	DD/MM/YY	;	22/09/1	7	CLAIN	A REFERENCE:	Denh22-09-
				COST CENTRE (TEAM NUMBER	/ NAME):	120 - LE	ADERSH	IP TEAM		nis cell with currency if	
	DATE & TIME IBSISTENCE CLAIMS)	TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED		FINANCE U
TRIP START	TRIP END	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
MM/YY 00:00:00	DD/MM/YY 00:00	00 HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBI	ER UNLES	S N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
1/08/17		n/a	Archives and Records Conference	Taxi in Manchester	UK Travel & Accommodation 26001	1	N/A	1	9.00		120-26001-
1/08/17		n/a	Archives and Records Conference	Lunch in Manchester	UK Subsistence & meals 26001		N/A	2	35.20		120-26001-
5/09/17		n/a	Meetings in London	Taxi in London	UK Travel & Accommodation 26001		N/A	2	12.00		120-26001
7/09/17		n/a	Northern Ireland Conference in Belfast	Taxi to Manchester Airport	UK Travel & Accommodation 26001	4	N/A	2	20.00		120-26001
2/09/17		n/a	Meetings in London	Lunch on train	UK Subsistence & meals 26001		N/A	1	6.90		120-26001
2/09/17		n/a	Meetings in London	Dinner at hotel	UK Subsistence & meals 26001	6	N/A	1	24.53		120-26001
3/09/17		n/a	Meetings in London	Breakfast at hotel	UK Subsistence & meals 26001	7	N/A	1	16.82		120-26001
3/09/17		n/a	Meetings in London	Lunch in London	UK Subsistence & meals 26001	8	N/A	2	32.20		120-26001
3/09/17		n/a	Meetings in London	Dinner in London	UK Subsistence & meals 26001	9	N/A	1	32.19		120-26001
1/09/17		n/a	Meetings in London	Breakfast at hotel	UK Subsistence & meals 26001	10	N/A	1	21.32		120-26001
1/09/17		n/a	Meetings in London	Snack in London	UK Subsistence & meals 26001	11	N/A	1	5.25		120-26001
3/09/17		n/a	Meetings in London	Taxi in London	UK Travel & Accommodation 26001	12	N/A	1	20.00		120-26001
1/09/17		n/a	Meetings in London	Snack on train	UK Subsistence & meals 26001	13	N/A	1	3.60		120-26001
3/09/17		n/a	ICIC Conference	Hosting - Canadian visitors	Hosting and working lunches 26050	14	N/A	7	138.95		120-26050
r any notes relati	ng to this claim here										
			Taxi in London due to n	neeting overrun and train time	TOTAL EXPENSES INCURRED				377.96		
nant declarat	ion:		Elizabeth Denham	4	CASH ADVANCE RECEIVED						
ned that I held				ICO business and that where car or motorcycle mileage has been e in connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			377.96		

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to

expenses@ico.org.uk with "approved expenses" in the subject.

ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN. Use a separate claim form per currency. All ICO expenses including mileage can be put on the same form using the category menu. Ensure category has been selected before entering data to the right of that column. Mileage claims will compute when the mileage categories (at the bottom of the drop down list) are selected and the number of miles AND number of passengers have been entered. Enter a reference number and scan/attach a receipt where the receipt number defaults to zero. Enter your name in cell D38 and approvers name in A44.

DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

			NAME:	Elizabeth Denham	COST CENTRE:	120 - L	EADERS	HIP TEAM		vith currency if "other" ed below	FINANCE US
	TIN	1E				RECEIPT	NO.	NO.	AMOUNT CLAIMED	PROJECT	INV:
DATE	DEPARTURE	ARRIVAL	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS	CHOOSE CURRENCY	CODE	DOC:
ID/MM/YY	00:00:00	00:00:00	( WHY YOU TRAVELLED)	(WHAT YOU PAID FOR)	CHOOSE FROM DROP DOWN			s N/A appears	UK£	USE DROP DOWN	CODE
08/06/17				Taxi in London	UK Travel & Accommodation 26001		N/A	2	34.80	NO PROJECT - 0000	120-26001-0000
09/06/17				Taxi in London	UK Travel & Accommodation 26001		N/A	1		NO PROJECT - 0000	
09/06/17				Heathrow Express Ticket - Heathrow	UK Travel & Accommodation 26001		N/A	1		NO PROJECT - 0000	
03/07/17				Heathrow Express Ticket - Paddington	UK Travel & Accommodation 26001		N/A	1		NO PROJECT - 0000	
03/07/17				Taxi in London	UK Travel & Accommodation 26001	<del> </del>	N/A	1		NO PROJECT - 0000	
03/07/17				Train ticket from Kings Cross-Cambridge	UK Travel & Accommodation 26001		N/A	1		NO PROJECT - 0000	
03/07/17				Taxi in Cambridge	UK Travel & Accommodation 26001		N/A	1		NO PROJECT - 0000	
05/07/17				Snack at Cambridge Station	UK Subsistence & meals 26001	_	N/A	2		NO PROJECT - 0000	
05/07/17				Lunch at House of Commons	UK Subsistence & meals 26001		N/A	1		NO PROJECT - 0000	
05/07/17				Taxi în London	UK Travel & Accommodation 26001		N/A	1		NO PROJECT - 0000	1
05/07/17				Taxi în London	UK Travel & Accommodation 26001		N/A	1		NO PROJECT - 0000	
06/07/17				Taxi in London	UK Travel & Accommodation 26001		N/A	1		NO PROJECT - 0000	<del>                                     </del>
06/07/17				Taxi in London	UK Travel & Accommodation 26001	_	N/A	1		NO PROJECT - 0000	+
06/07/17				Snack at Euston Station	UK Subsistence & meals 26001	_	N/A	1		NO PROJECT - 0000	
06/07/17				Train ticket from Euston to Wilmslow	UK Travel & Accommodation 26001		N/A	1		NO PROJECT - 0000	
12/07/17				Hosting: Dinner with	Hosting and working lunches 26050		N/A	2		NO PROJECT - 0000	
13/07/17				Breakfast in London	UK Subsistence & meals 26001	1	N/A	1		NO PROJECT - 0000	1
13/07/17				Lunch in London	UK Subsistence & meals 26001		N/A	1		NO PROJECT - 0000	
13/07/17				Snack for train from London	UK Subsistence & meals 26001		N/A	1		NO PROJECT - 0000	
18/07/17			_	Dinner in London	UK Subsistence & meals 26001		N/A	1		NO PROJECT - 0000	
19/07/17				Taxi in London	UK Travel & Accommodation 26001	21	N/A	2		NO PROJECT - 0000	
19/07/17				Hosting: Lunch	Hosting and working lunches 26050		N/A	2		NO PROJECT - 0000	
20/07/17				Breakfast in London	UK Subsistence & meals 26001		N/A	1		NO PROJECT - 0000	
20/07/17				Hot drink in London	UK Subsistence & meals 26001		N/A	2		NO PROJECT - 0000	<del></del>
						#N/A	#N/A	#N/A		NO PROJECT - 0000	
						#N/A	#N/A	#N/A		NO PROJECT - 0000	#N/A
er any notes	relating to this cla	aim here				,			0.00		,
,											
			Taxis used in London as several r	meetings on the same day							

#### Claimant declaration:

#### Elizabeth Denham

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

**Heather Dove** 

Now forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

TOTAL EXPENSES INCURRED

**CASH ADVANCE RECEIVED** 

TOTAL CLAIMED/(REPAID TO FINANCE)

566.23

566.23

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- MAKE SURE FRRORS LISTED IN CELL ISO-IS2 ARE RESOLVED REFORE SUBMITTING CLAIM

		NAME:			Elizabeth	Denham	DD/MM/YY		20/10/1	7	CLAIN	A REFERENCE:	Denh20-10-
						COST CENTRE (TEAM NUMBER	/ NAME):	120 - L	EADERSH	IP TEAM		his cell with currency if	
	(FOR SUE	ATE & TIME BSISTENCE CLAI									AMOUNT CLAIMED		FINANCE U
RECEIPT TRIP ST		TRIP EN	ND D	TOTAL	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
		DD/MM/YY	00:00:00	_	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST			N/A APPEARS		USE DROP DOWN LIST	CODE
					Attending A29 Working Party - 2 October - 4 October				1				
3/10/17				n/a		Refreshments	Overseas Subsistence & meals 26002		1 N/A	1	6.05		120-26002-
4/10/17				n/a		Lunch x 3 (paid for	Overseas Subsistence & meals 26002		2 N/A	3	40.00		120-26002-
4/10/17				n/a		Taxi in Brussels	Overseas Travel & Accommodation 26002		3 N/A	1	15.00		120-26002-
04/10/17				n/a		Lunch & Dinner Hotel Bill	Overseas Subsistence & meals 26002		4 N/A		94.00		120-26002-
									-				
									-				
									+				
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			-						-				
		-	-						-				
									-				
									+				
			_						1				
									1				
									-				
r any no	ites relatin	ig to this claim	nere					-					
							TOTAL EXPENSES INCURRED			444	155.05		
imant d	declaratio	on:			Elizabeth Denham		CASH ADVANCE RECEIVED						
						CO business and that where car or motorcycle mileage has been in connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			155.05		

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- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

DATE & TIME  (FOR SUBSISTENCE CLAI  RECEIPT DATE/ TRIP START  D/MM/YY 00:00:00 DD/MM/YY 0  24/09/17  24/09/17  25/09/17  25/09/17  26/09/17  27/09/17  28/09/17  28/09/17  28/09/17  28/09/17  29/09/17	TOTAL TRIP 00:00:00 HRS	REASON FOR TRIP WHY YOU TRAVELLED Attending ICDPC Conference in Hong Kong 23-30 September 2017	COST CENTRE (TEAM NUMBER  DESCRIPTION OF EXPENSE  WHAT YOU PAID FOR  Dinner  Room Supplements  Breakfast  Dinner  Snack  Room Supplements  Room Supplements  Dinner  Snack  Room Supplements  Dinner  Dinner  Dinner	CATEGORY CHOOSE FROM DROP DOWN LIST  Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Travel & Accommodation 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002	120 - LEADERS  RECEIPT NO. MILES  ENTER NUMBER UNLE  1 N/A 2 N/A 3 N/A 4 N/A 5 N/A 6 N/A 7 N/A 8 N/A 9 N/A 10 N/A 11 N/A 12 N/A	NO. PASSENGERS	Horn AMQUNT CLAIMED CHOOSE CLARRENCY enter in 1 140.20 1 3,045.00 1 322.00 5 666.30 1 55.00 1 770.00 1 18.00 1 18.00 1 18.00 1 18.00 1 485.72	PROJECT CODE  USE DROP DOWN LIST	120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002-
(FOR SUBSISTENCE CLAI) RECEIPT DATE/ TRIP START  /MM/YY 00:00:00 DD/MM/YY ( 24/09/17	nd rotal rrip 00:00:00 HRS  n/a n/a n/a n/a n/a n/a n/a n/a n/a n/	WHY YOU TRAVELLED	Dinner Room Supplements Breakfast Dinner Snack Room Supplements Room Supplements Dinner Snack Room Supplements Dinner Snack Room Supplements	Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002	NUMBER MILES ENTER NUMBER UNLE  1 N/A 2 N/A 3 N/A 4 N/A 5 N/A 6 N/A 7 N/A 8 N/A 9 N/A 10 N/A 11 N/A	PASSENGERS	CLAIMED CHOOSE CLURIENCY enter in 1 140.20 1 3,045.00 1 322.00 666.30 1 55.00 1 326.00 1 770.00 1 18.00 1 18.00		120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002-
TRIP START  TRIP START  (MM/YY 00:00:00 DD/MM/YY 024/09/17	7 TRIP 00:00:00 HRS  7/a 7/a 7/a 7/a 7/a 7/a 7/a 7/a 7/a 7/	WHY YOU TRAVELLED	Dinner Room Supplements Breakfast Dinner Snack Room Supplements Room Supplements Dinner Snack Room Supplements Dinner Snack Room Supplements	Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002	NUMBER MILES ENTER NUMBER UNLE  1 N/A 2 N/A 3 N/A 4 N/A 5 N/A 6 N/A 7 N/A 8 N/A 9 N/A 10 N/A 11 N/A	PASSENGERS	enter in  1 140.20 1 3,045.00 1 322.00 1 5 666.30 1 55.00 1 770.00 1 1,206.90 1 18.00 1 830.00 1 180.00		120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002-
24/09/17 24/09/17 25/09/17 25/09/17 25/09/17 26/09/17 27/09/17 27/09/17 27/09/17 28/09/17 28/09/17	n/a		Dinner Room Supplements Breakfast Dinner Snack Room Supplements Room Supplements Dinner Snack Room Supplements Dinner	Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002	1 N/A 2 N/A 3 N/A 4 N/A 5 N/A 6 N/A 7 N/A 8 N/A 9 N/A 10 N/A	SS N/A APPEARS	1 140.20 1 3,045.00 1 322.00 5 666.30 1 55.00 1 770.00 5 1,206.90 1 18.00 1 830.00	USE DROP DOWN LIST	120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002-
24/09/17 15/09/17 15/09/17 16/09/17 16/09/17 17/09/17 17/09/17 18/09/17 18/09/17	n/a	Attending ICDPC Conference in Hong Kong 23-30 September 2017	Room Supplements  Breakfast  Dinner  Snack  Room Supplements  Room Supplements  Dinner  Snack  Room Supplements  Dinner  Snack  Room Supplements	Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002	2 N/A 3 N/A 4 N/A 5 N/A 6 N/A 7 N/A 8 N/A 9 N/A 10 N/A 11 N/A		1 3,045.00 1 322.00 5 666.30 1 55.00 1 326.00 1 770.00 5 1,206.90 1 18.00		120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002- 120-26002-
4/09/17 5/09/17 5/09/17 5/09/17 6/09/17 7/09/17 7/09/17 8/09/17 8/09/17 8/09/17	n/a		Room Supplements  Breakfast  Dinner  Snack  Room Supplements  Room Supplements  Dinner  Snack  Room Supplements  Dinner  Snack  Room Supplements	Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002	2 N/A 3 N/A 4 N/A 5 N/A 6 N/A 7 N/A 8 N/A 9 N/A 10 N/A 11 N/A		1 3,045.00 1 322.00 5 666.30 1 55.00 1 326.00 1 770.00 5 1,206.90 1 18.00		120-26002 120-26002 120-26002 120-26002 120-26002 120-26002 120-26002 120-26002 120-26002 120-26002
5/09/17 5/09/17 6/09/17 6/09/17 7/09/17 7/09/17 8/09/17 8/09/17 8/09/17	n/a		Breakfast  Dinner  Snack  Room Supplements  Room Supplements  Dinner  Snack  Room Supplements  Dinner  Snack  Dinner	Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002	3 N/A 4 N/A 5 N/A 6 N/A 7 N/A 8 N/A 9 N/A 10 N/A 11 N/A		1 322.00 5 666.30 1 55.00 1 326.00 1 770.00 5 1,206.90 1 18.00 1 830.00 1 180.00		120-26002 120-26002 120-26002 120-26002 120-26002 120-26002 120-26002 120-26002
5/09/17 6/09/17 5/09/17 7/09/17 7/09/17 7/09/17 8/09/17 8/09/17	n/a		Dinner Snack Room Supplements Room Supplements Dinner Snack Room Supplements Dinner	Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002	4 N/A 5 N/A 6 N/A 7 N/A 8 N/A 9 N/A 10 N/A		5 666.30 1 55.00 1 326.00 1 770.00 5 1,206.90 1 18.00 1 830.00		120-26002 120-26002 120-26002 120-26002 120-26002 120-26002 120-26002
5/09/17 6/09/17 7/09/17 7/09/17 8/09/17 8/09/17 8/09/17	n/a n/a n/a n/a n/a n/a n/a		Snack Room Supplements Room Supplements Dinner Snack Room Supplements Dinner	Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002	5 N/A 6 N/A 7 N/A 8 N/A 9 N/A 10 N/A 11 N/A	\$ 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	1 55.00 1 326.00 1 770.00 5 1,206.90 1 18.00 1 830.00		120-26002 120-26002 120-26002 120-26002 120-26002 120-26002
6/09/17 7/09/17 7/09/17 8/09/17 8/09/17 8/09/17	n/a n/a n/a n/a n/a n/a		Room Supplements Room Supplements Dinner Snack Room Supplements Dinner	Overseas Travel & Accommodation 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Stubsistence & meals 26002	6 N/A 7 N/A 8 N/A 9 N/A 10 N/A 11 N/A	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 326.00 1 770.00 5 1,206.90 1 18.00 1 830.00 1 180.00		120-26002 120-26002 120-26002 120-26002 120-26002 120-26002
7/09/17 7/09/17 8/09/17 8/09/17 8/09/17	n/a n/a n/a n/a n/a		Room Supplements Dinner Snack Room Supplements Dinner	Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002	7 N/A 8 N/A 9 N/A 10 N/A 11 N/A		1 770.00 5 1,206.90 1 18.00 1 830.00 1 180.00		120-26002 120-26002 120-26002 120-26002 120-26002
7/09/17 8/09/17 8/09/17 8/09/17	n/a n/a n/a n/a		Dinner Snack Room Supplements Dinner	Overseas Subsistence & meals 26002 Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002	8 N/A 9 N/A 10 N/A 11 N/A	1 1 1	1,206.90 1 18.00 1 830.00 1 180.00		120-26002 120-26002 120-26002 120-26002
8/09/17 8/09/17 8/09/17	n/a n/a n/a		Snack Room Supplements Dinner	Overseas Subsistence & meals 26002 Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002	9 N/A 10 N/A 11 N/A	1	1 18.00 1 830.00 1 180.00		120-26002 120-26002
B/09/17 B/09/17	n/a n/a		Room Supplements Dinner	Overseas Travel & Accommodation 26002 Overseas Subsistence & meals 26002	10 N/A 11 N/A	1 1	1 830.00 1 180.00		120-26002 120-26002
3/09/17	n/a		Dinner	Overseas Subsistence & meals 26002	11 N/A	1	1 180.00		120-26002
						1			
9/09/17	n/a		Dinner	Overseas Subsistence & meals 26002	12 N/A	1	1 485.72		120-26002
		Cash Advance Received - 2000 HKD							
		Cash Returned to Finance - 233 HKD							
		Net Cash Advance total - 1767 HKD							
		LV.							
r any notes relating to this claim	here								
				TOTAL EXPENSES INCURRED			8,045.12		
imant declaration:		Elizabeth Denham		CASH ADVANCE RECEIVED			1,767.00		
			business and that where car or motorcycle mileage has been n connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO FIR	NANCE)		6,278.12		

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to

expenses@ico.org.uk with "approved expenses" in the subject.

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

**Heather Dove** 

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- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

	NAME:		Elizabeth	Denham	DD/MM/YY	20/10	)/17	CLAIN	A REFERENCE:	Denh20-10-1
				COST CENTRE (TEAM NUMBER	/ NAME):	120 - LEADER	SHIP TEAM		his cell with currency if r" selected below	
(FOR SU	DATE & TIME IBSISTENCE CLAIMS)							AMOUNT CLAIMED		FINANCE US
RECEIPT DATE/ TRIP START	TRIP END	TOTAL	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NO NUMBER MIL		CHOOSE CURRENCY	PROJECT CODE	
/MM/YY 00:00:00	DD/MM/YY 00:00:0	00 HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UN	ESS N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
02/10/17		n/a	A29 Working Party (2-4 Oct)	Taxi to Manchester Airport	UK Travel & Accommodation 26001	1 N/A	N/A	20.00		120-26001-
2/10/17		n/a	A29 Working Party (2-4 Oct)	Refreshments	UK Subsistence & meals 26001	2 N/A	N/A	4.95		120-26001-
04/10/17		n/a	Taxi in London	Taxi	UK Travel & Accommodation 26001	3 N/A	N/A	16.28		120-26001-
1/10/17		n/a	External Meetings - London	Dinner	UK Subsistence & meals 26001	4 N/A	N/A	20.26		120-26001
1/10/17		n/a	External Meetings - London	Lunch	UK Subsistence & meals 26001	5 N/A	N/A	7.54		120-26001
2/10/17		n/a	Tech UK CEO Dinner	Taxi	UK Travel & Accommodation 26001	6 N/A	N/A	8.26		120-26001
3/10/17		n/a	External Meetings - London	Hotel Restaurant Bill	UK Subsistence & meals 26001	7 N/A	N/A	21.32		120-26001
3/10/17		n/a	External Meetings - London	Refreshments	UK Subsistence & meals 26001	8 N/A	N/A	16.31		120-26001
6/10/17		n/a	External Meetings - London	Refreshments	UK Subsistence & meals 26001	9 N/A	N/A	5.79		120-26001
5/10/17		n/a	External Meetings - London	Taxi	UK Travel & Accommodation 26001	10 N/A	N/A	5.00		120-26001
7/10/17		n/a	External Meetings - London	Refreshments	UK Subsistence & meals 26001	11 N/A	N/A	7.74		120-26001
7/10/17		n/a	External Meetings - London	Taxi	UK Travel & Accommodation 26001	12 N/A	N/A	10.00		120-26001
9/10/17		n/a	External Meetings - London	Taxi	UK Travel & Accommodation 26001	13 N/A	N/A	8.80		120-26001
4/09/17		n/a	Travel to MEP meeting ib Brussels	Refreshments at Manchester Airport	UK Subsistence & meals 26001	14 N/A	N/A	4.24		120-26001
3/09/17		n/a	ICDPCC Meeting Hong Kong	Taxi to Manchester Airport	UK Travel & Accommodation 26001	15 N/A	N/A	20.00		120-26001
er any notes relatir	ng to this claim here									
mant declarati	ion:		Elizabeth Denham		TOTAL EXPENSES INCURRED  CASH ADVANCE RECEIVED			176.49		
	a valid driving lice			ICO business and that where car or motorcycle mileage has been e in connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)		176.49		

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to

expenses@ico.org.uk with "approved expenses" in the subject.

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- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL 150-152 ARE RESOLVED BEFORE SUBMITTING CLAIM

		NAME:			James	Dipple-Johnstone	DD/MM/YY		13/10/1	7	CLAIN	A REFERENCE:	Dipp13-10-1
						COST CENTRE (TEAM NUMB	ER / NAME):	SELECT (	COST CEN	TRE HERE		his cell with currency if	
	(FOR SUE T DATE/	ATE & TIME BSISTENCE CL TRIP	AIMS)	TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED CHOOSE		FINANCE US
	TART		157	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER		PASSENGERS	CURRENCY	PROJECT CODE	
	00:00:00	DD/MM/YY		HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR  Private car - mileage (Macclesfield to Blackburn x 2)	CHOOSE FROM DROP DOWN LIST			N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
12/10/1	06:45:00	12/10/17	16:00:00	9.25	Audit (Royal Blackburn Hospital)	Private car - mileage (Macciestield to Blackburn x 2)	Car miles - 45p standard rate 26001	N/A	104	0	46.80	NO PROJECT - 0000	SEL-26001-00
									-				
									+				
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									1				
									-				
									+				
									+				
									1				
any	otes relatin	ng to this clair	n nere										
							TOTAL EXPENSES INCURRED				46.80		
imant	declaratio	on:			James Dipple-Johnstone		CASH ADVANCE RECEIVED						
ned t	hat I held		ing licence			usiness and that where car or motorcycle mileage has been onnection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			46.80		
	Heath	er Dove			Once the errors in Cell ISO-52 are resolved, forward this expenses@ico.org.uk with "approved expenses" in the s	claim and your scanned receipts to your approver who shoul ubject.	d review it and then email it to	ERRORS	n/a SELECT ( n/a	COST CENTRE IP	CELL 14 BEF	ORE SUBMITTING CLA	ılM

- FOR DETAILED INSTRUCTIONS SEE INSTRUCTIONS TAB.
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- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL ISO-IS2 ARE RESOLVED BEFORE SUBMITTING CLAIM

		NAME:			STEVE	WOOD	DATE OF CLAIM: DD/MM/YY		18/10/1	7	CLAIN	A REFERENCE:	WOOD18-10-17
						COST CENTRE (TEAM NUMBER ,	/ NAME):	120 - L	EADERSH	IP TEAM		his cell with currency if " selected below	
RECEIPT (	(FOR SUB	ATE & TIME BSISTENCE CLA		TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED		FINANCE USE
TRIP ST		TRIP E	ND	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
D/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLES	S N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
					Various meetings and speaking engagement in London 11-12 Oct 2017								
11/10/17				n/a		Oyster Card Top Up	UK Travel & Accommodation 26001		1 N/A	N/A	20.00		120-26001-
12/10/17				n/a		Snack on train	UK Subsistence & meals 26001		2 N/A	N/A	2.20		120-26001-
					Incidental s claims for o/s trips and the above trip to London								
17/09/17		21/09/17		n/a	4 nights Incidentals whilst in Washington US		Overseas Subsistence & meals 26002		0 N/A	N/A	40.00		120-26002-
23/09/17		30/09/17		n/a	7 nights Incidentals whilst in Hong Kong		Overseas Subsistence & meals 26002		0 N/A	N/A	70.00		120-26002-
02/10/17		04/10/17		n/a	2 nights Incidentals whilst in Brussels		Overseas Subsistence & meals 26002		0 N/A	N/A	20.00		120-26002-
02/10/17		04/10/17		n/a	2 ingites medicines simple in ordinates		Overseas Subsistence & meais 20002		U IV/A	N/A	20.00		120-26002-
11/10/17		12/10/17		n/a	1 Night Indicentals whilst in London		UK Subsistence & meals 26001		0 N/A	N/A	5.00		120-26001-
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					M. Comment of the com								
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				-									
r any not	tes relatin	g to this claim	nere										
							TOTAL EXPENSES INCURRED				157.20		
imant d	leclaratio	on:			STEVE WOOD		CASH ADVANCE RECEIVED						
med tha	at I held a		ng licence		een incurred wholly, exclusively and necessarily on ICO bus e vehicle used had a motor insurance policy for use in co		TOTAL CLAIMED/(REPAID TO F	INANCE)			157.20		
	HEATHE	ER DOVE			Once the errors in Cell I50-52 are resolved, forward this cl expenses@ico.org.uk with "approved expenses" in the sul	aim and your scanned receipts to your approver who should re bject.	view it and then email it to	NO ERRORS	n/a 5 n/a n/a				

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- MAKE SURE ERRORS LISTED IN CELL ISO-IS2 ARE RESOLVED BEFORE SUBMITTING CLAIM

		NAME:			STEVE	WOOD	DATE OF CLAIM: DD/MM/YY		18/10/1	.7	CLAIR	A REFERENCE:	WOOD18-10-2
						COST CENTRE (TEAM NUMBE	R / NAME):	120 - L	.EADERSH	IIP TEAM		his cell with currency if " selected below	
RECEIPT	(FOR SU	ATE & TIME BSISTENCE CL		TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED		FINANCE US
TRIPS		TRIP	END	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER			CHOOSE	PROJECT CODE	
		DD/MM/YY	00:00:00		WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLES	S N/A APPEARS	<b>EURO €</b>	USE DROP DOWN LIST	CODE
					Attending Article 29 Meeting in Brussels 2-4 October 2017								
03/10/17				n/a		Dinner (3 people	Overseas Subsistence & meals 26002		1 N/A	N/A	69.50		120-26002-
03/10/17				n/a		Lunch	Overseas Subsistence & meals 26002		2 N/A	N/A	22.80		120-26002-
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OK OM1/ M/	atas valatis	ng to this clai	m hava										
ar uny m	oco reman	ing to this did.											
							TOTAL EXPENSES INCURRED				92.30		
imant (	declarati	on:			STEVE WOOD		CASH ADVANCE RECEIVED						
imed th						ousiness and that where car or motorcycle mileage has been connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			92.30		
	HEATHER DOVE Once the				Once the errors in Cell I50-52 are resolved, forward this expenses@ico.org.uk with "approved expenses" in the	claim and your scanned receipts to your approver who should	review it and then email it to	NO ERROR	n/a S n/a n/a				

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- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

		NAME:			STEVE	WOOD	DATE OF CLAIM:  DD/MM/YY		18/10/1	7	CLAIR	M REFERENCE:	WOOD18-10
						COST CENTRE (TEAM NUMBER )	/ NAME):	120 - L	EADERSH	IIP TEAM		his cell with currency if r" selected below	
	(FOR SUE	ATE & TIME BSISTENCE CLA	IMS)								AMOUNT CLAIMED		FINANCE US
RECEIPT TRIP S'		TRIP E	ND	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURPENCY	PROJECT CODE	
	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLES	S N/A APPEARS	US\$	USE DROP DOWN LIST	CODE
					ATTENDED ED-US PRIVACY SHIELD MEETING IN WASHINGTON US, 17-21								
17/09/17				n/a	SEPTEMBER 2017	Meal	Overseas Subsistence & meals 26002		1 N/A	N/A	12.98		120-26002-
20/09/17				n/a		Lunch	Overseas Subsistence & meals 26002		2 N/A	N/A	13.20		120-26002
0/09/17				n/a		Taxi cost (used personal credit card)	Overseas Travel & Accommodation 26002		3 N/A	N/A	13.06		120-26002
8/09/17				n/a		Dinner	Overseas Subsistence & meals 26002		4 N/A	N/A	21.95		120-26002
0/09/17				n/a		Taxi to Airport	Overseas Travel & Accommodation 26002		5 N/A	N/A	80.00	1	120-26002
									-				
									-				-
									-				
							_		-				
									-				-
					Cash Advance received = 200 US\$			-	_				-
					Cash returned to Finance = 80 US\$				+				-
			_		Net total of Cash Advance - 120 US\$		_		+				
					The Color of Cost Maranee 220 000				+				
									+				
									+				
									+				
									+				
any no	otes relatin	g to this claim	here										
		•						1					
							TOTAL EXPENSES INCURRED				141.19		
imant o	declaratio	on:			STEVE WOOD		CASH ADVANCE RECEIVED				120.00		
med th	at I held		ng licenc			usiness and that where car or motorcycle mileage has been connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO FI	INANCE)			21.19		
	HEATHER DOVE Once the errors				Once the errors in Cell ISO-52 are resolved, forward this expenses@ico.org.uk with "approved expenses" in the	claim and your scanned receipts to your approver who should re	view it and then email it to	NO ERROR	n/a S n/a				

n/a

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**Heather Dove** 

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- MAKE SURE FRRORS LISTED IN CELL 150-152 ARE RESOLVED REFORE SUBMITTING CLAIM

		NAME:			James	Dipple-Johnstone	DD/MM/YY		05/10/1	7	CLAIN	A REFERENCE:	Dipp05-10-:
						COST CENTRE (TEAM NUMBER	/ NAME):	SELECT	COST CEN	TRE HERE	Hor	ng Kong dollars	
RECEIPT	(FOR SUB	TE & TIME SISTENCE CL	AIMS)	TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED		FINANCE U
TRIP S	TART 📗	TRIP	II.	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS	CHOOSE	PROJECT CODE	
/MM/YY	00:00:00	DD/MM/YY			WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLES	N/A APPEARS	enter in	USE DROP DOWN LIST	CODE
3/09/17	10:00:00	30/09/17	08::00:00	#VALUE!	International DP Commissioners' Conference, Hong Kong	Refreshments - coffee	Overseas Subsistence & meals 26002		1 N/A	N/A	30.00		SEL-26002-
						Evening meal - 29 September	Overseas Subsistence & meals 26002		2 N/A	N/A	485.70		SEL-26002-
							Overseas overnight incidental allowance 2	N/A	N/A	N/A	719.64		SEL-26002-
									-				_
									+				
									+				
									-				
									+				
							_		-				
									+				
									+				
									1				
any no	otes relating	to this clair	n here										
							TOTAL EXPENSES INCURRED				1,235.34		
imant (	declaratio	n:			James Dipple-Johnstone		CASH ADVANCE RECEIVED				2,000.00		
					en incurred wholly, exclusively and necessarily on ICG e vehicle used had a motor insurance policy for use	D business and that where car or motorcycle mileage has been	TOTAL CLAIMED/(REPAID TO F	INANCE)			-764.66		

ERRORS

SELECT COST CENTRE IN CELL 14 BEFORE SUBMITTING CLAIM

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to

expenses@ico.org.uk with "approved expenses" in the subject.